



Merit Based Art Funding Application



The Bisbee Arts Commission is charged by the Mayor and Council to make merit based recommendations to the Council regarding the funding of eligible art based projects. The goal is to enhance the arts in the Bisbee community and support a representative cross- section of each of the following artistic disciplines:

1. Visual Arts: Painting, Sculpture, Fiber Arts, Photography etc.
2. Performing Arts: Theatre, Live Poetry, Puppetry, Spectacle, Dance, etc.
3. Music/Film Video: Concerts and Recorded Media.
4. Arts Education and Children's Art: Classes, Demonstrations, Workshops, Displays etc.
5. Bisbee Arts Promotion: Programs for Artist promotion, exposure and encouragement.
6. Public Art: temporary and permanent.

There are three steps to the funding process:

1. Fill out the application which includes three simple parts:
 - a. Your personal information.
 - b. Project description
 - c. Budget

You can download this application form or pick up a packet at Bisbee City Hall.

2. **YOU MUST PROVIDE 8 COMPLETE COPIES AT THE TIME OF SUBMITTAL**
3. Submit a final report within 30 days when you complete your project.

Requirements

1. The primary audience for the work must be Bisbee residents.
2. The project must stand alone as an artist endeavor aimed at a public audience. This program would not pay to provide artistic entertainment for a non-artistic industry convention or event.

Priorities

- Children's programs.
- Programs that build the health of the entire Bisbee art community.
- Free public access to Bisbee residents.
- Public art.

Considerations

- Size of your audience. The more Bisbee residents that get to enjoy your project the better.
- Artistic merit. Tell us why/how your project will enrich our community artistically.
- Will your project have long-term impact or be on-going?
- If your project will continue into the future, do you have a plan to make it financially self-supporting? Please explain how.
- What other financial, material, and personal support have you enlisted to help make your project a success?
- Will your project be possible without City funding? What if you are not granted the full amount you are asking for?

The **Budget** you outline may be the largest deciding factor in the success of your application. We need to clearly understand how, why, and to what effect this public money will be spent. Spend the time to figure out how much each line item in your budget will really cost. Overestimating your budget may hurt your chances, but under budgeting is a more common error people make in applying for grants. A clear and realistic estimate for what you need has the best chance of getting approved – there are other funds out there! The best applications have more than one means of support.

Final Report

Included in the application is a Final Report form. This is a description of how your project went for the BAC's records. We want to see that your project was completed and how you actually spent the money. This is a critical step to insure that these public funds are being spent as they were intended. **Failure to submit a complete final report within 30 days of project completion will disqualify you from applying for future City funding.**

Merit Based Art Funding Application - You must bring 8 copies of all completed forms to be considered.

Name: _____ Email Address: _____

Address: _____

Numbers of Years Living in Bisbee: _____ Phone: _____

Project Description:

Use additional sheets as needed for description.

Grants will be awarded based on the merit of the application as recommended by the majority of the members of the BAC. This recommendation will then be reviewed by the Bisbee City Council for final approval. Previous funding recipients must have their final report on file before a new application will be accepted. Questions, email Corinna Carbajal at the City of Bisbee, Community Development Department at ccarbajal@cityofbisbee.com or (520) 432-6016.

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Name of Applicant: _____

PROJECT: _____

BUDGET - Please provide detail under each category that applies. Use additional sheets to add more rows and categories as is appropriate for your application.

Item Description	Total Cost	Amount requested from BAC	Amount from other Source	Name of other Source
Artists Fees				
Artists Travel				
Equipment				
Marketing				
Space Rental				
Supplies				
Other				
TOTAL				

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Typed or printed name Signature Date

FINAL REPORT: This report must be submitted to the City of Bisbee within 30 days of project completion and before one year from notice of the award. The final report is required prior to submitting any additional funding requests.

Recipient: _____

Project Name: _____

Contact Person: _____

Email Address: _____

Amount Awarded: _____ Date Awarded: _____

Actual Expenditures—Itemized by Item Description as stated on the Funding Application:

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Money to be returned to the Bisbee Arts Commission: _____

Enclose a copy of your publicity for the event and a copy of the agenda / program on the day of the event.

Describe how your project met the goals outlined in your application:

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Describe any ways your project did not meet its goals and explain why:

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